

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110 3-JTS-4B-09-11; 5A-01, 05 3-JCRF-2C-03; 3D-06; 4B-07; 5A-10,11 1-JBC-4B-07-09; 5A-06, 07 4-JCF-3A-21; 4B-03-09; 5A-04
CHAPTER: Program Services		AUTHORITY: KRS 15A.0652
SUBJECT: Youth's Personal Property, Dress Code, and Facility Issued Property		
POLICY NUMBER: DJJ 301.1		
TOTAL PAGES: 4		
EFFECTIVE DATE: 1/04/2016		
APPROVAL: Bob D. Hayter		, COMMISSIONER

I. POLICY

Youth shall be provided with clean linens and towels and adequate clothing to be properly attired. The personal property of the youth shall be controlled and safeguarded.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) group home and youth development center (YDC).

LIMITED APPLICABILITY:

Each DJJ contracted or operated day treatment program may establish a youth dress code in accordance with the guidelines set forth in this policy. A DJJ operated day treatment program may request reimbursement for personal property of a youth in accordance with this policy.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. Facility staff shall work in conjunction with the juvenile service worker (JSW) to advise the youth's family of the personal items needed or permitted at the facility.
- B. DJJ shall ensure youth are provided required clothing.
- C. Each facility's Standard Operating Procedures (SOP's) shall specify what personal property may remain in a youth's possession. Youth shall be permitted to use personal belongings to decorate their living and sleeping quarters compliant with facility SOP.

POLICY NUMBER DJJ 301.1	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 2 of 4
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- D. At intake, staff shall take inventory of personal belongings and articles of personal clothing the youth brings into the facility. Youth and staff shall sign the personal property and inventory document.
 - 1. Items that are inappropriate for possession and clothes that are deemed inappropriate to wear shall be stored or returned to the parent or caregiver;
 - 2. Personal property retained at the program shall be itemized in a personal property and inventory document that is kept in the youth's individual client record (ICR) or hard case file. The youth shall sign and receive a copy of the document. A copy of the personal property and inventory document shall be maintained with the property;
 - 3. The inventory list shall be updated as items are added or removed; and
 - 4. Inventoried items shall be signed for, and returned to the youth, upon release.
- E. Each facility shall provide for the thorough cleaning and, when necessary, disinfecting of youth's personal clothing before storage or before allowing the youth to keep and wear personal clothing.
- F. Each facility shall allow for clean socks and underwear daily and a minimum of three (3) sets of clean clothing per week, more often as necessary, depending on the activities and weather conditions. Clothing shall be properly fitted, climatically suitable, durable, presentable, and not degrading.
- G. Facilities shall store clothing, bedding, and linen supplies in quantities that will accommodate a number of youth that exceeds the maximum population.
- H. Facilities shall provide clean bed linens weekly and clean towels and wash cloths at least three (3) times per week.
- I. Provisions shall be made for the issuance of special and, when appropriate, protective clothing and equipment to youth assigned to food service, technical programs, and work experience programs. When standard issue clothing presents a security risk, the youth shall be supplied with a security garment that promotes the youth's safety and prevents humiliation and degradation.
- J. Staff shall inventory the youth's state-issued clothing. Changes to the inventory shall be documented and initialed by staff and youth.
- K. A request for reimbursement shall be processed as follows:
 - 1. The theft or loss of a youth's personal property shall be submitted by memo through supervisory channels up through the Regional Division Director to the Fiscal Branch, along with a copy of the incident report;

POLICY NUMBER DJJ 301.1	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 3 of 4
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2. In the case of loss by theft of property valued over \$300, a copy of the police report shall also be attached; and
3. The cost of replacement or repair shall be limited to the following:
 - a. Clothing:
 - i. Blouse or shirt \$25.00;
 - ii. Skirt or trousers \$30.00;
 - iii. Sweater \$25.00;
 - iv. T-shirt \$10.00;
 - v. Dress \$40.00;
 - vi. Coat or jacket \$75.00;
 - vii. Shoes \$50.00; and
 - viii. Other clothing items shall be evaluated on a per item basis;
 - b. Jewelry \$75.00;
 - c. Electronic appliances and accessories \$100.00; and
 - d. Other items shall be evaluated on a per item basis.
- L. Reimbursement shall be made for replacement or repair of property in secured storage. Approval of reimbursement for property that is in the possession of the youth shall be based upon the facts of each situation as documented.
- M. Staff shall ensure that assigned clothing remains with the juvenile for the entirety of their stay in the program.
- N. Each DJJ facility SOP shall provide a youth dress code.
 1. Dress code shall be contained in the youth orientation handbook and shall be given and explained to each youth upon admission.
 2. The level system and privilege structure within the continuum of care shall be taken into consideration in the establishment of the youth dress code.
 3. Youth's personal hygiene shall include daily bathing or showers, hair care, and oral hygiene.
 4. Dress code shall include:
 - a. Youth may wear personal clothing, uniforms, or a combination thereof that is consistent with the requirements of the program;
 - b. Youth's clothing shall be proper in size and shall reflect a neat and well-groomed appearance;
 - c. Clothing that is identified with gangs, displays profanity or sexual lewdness, or conveys a message contrary to the treatment goals of the youth and program shall be prohibited; and
 - d. Youth may be subject to discipline for failure to abide by the established dress code.

POLICY NUMBER DJJ 301.1	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 4 of 4
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- O. Personal belongings of youth on absent without leave (AWOL) or escape status shall be stored and retained by the program for thirty (30) days following the AWOL or escape incident.
 - 1. The youth's personal fund shall be used to send property to the youth's parent or caregiver with delivery confirmation; or
 - 2. If the youth does not have sufficient funds to send the property, the facility shall incur the cost of delivery to the parent or caregiver with delivery confirmation.
- P. Upon discharge an inventory of facility issued clothing shall be conducted.
 - 1. Underwear and bathing suits shall not be returned to inventory; and
 - 2. The facility shall assess the basic clothing needs of the youth, and may allow the youth to retain state-issued clothing, as needed, with approval from the Superintendent.

V. MONITORING MECHANISM

The Regional Division Director or designee, in conjunction with the Division of Program Services, shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.